



position description

Editor/Videographer

BASIC FUNCTION

The primary responsibilities of the Editor/Videographer are the creation and management of projects in all aspects post-production (editing, graphics, and animation), assisting with production (videography, lighting, gripping, and audio recording) on-location or in-studio, while working with dphilms team members and clients to ensure on-time project delivery.

Secondary tasks include: duplication, equipment maintenance, shipping and archiving.

ORGANIZATIONAL RELATIONSHIPS

- A. Reports to:
Executive Producer under the guidance of the Senior Editor.
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SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Assist with creative development and concept creation for project look, feel and theme during pre-production.
 - B. Execute and advise in technical aspects of project – including shooting angles, format, lighting and file requirements for use in post.
 - C. Assemble, analyze, digitize, edit and finish projects as scripted.
 - D. Collect, prepare and animate graphical or photographic materials for use in post-production.
 - E. Maintain operations and graphical standards/procedures.
 - F. Deliver approved files to client and specified outlets.
 - G. Encode, duplicate, and deliver finished files for the client.
 - H. Archiving and archive maintenance.
 - I. Assist on productions as needed.
 - J. Performs other duties as assigned.
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STANDARDS OF PERFORMANCE

The standards required for successful performance of this job are:

- A. Excellent time management and organizational skills.
 - B. Ability to conduct yourself professionally with team members and clients both in - office or on-location.
 - C. Strong oral, written and interpersonal communication skills.
 - D. Interpersonal relationships which encourage openness, candor and trust, both internally and outside the Organization.
 - E. Initiative and creative thinking in decision-making, problem resolution, and the performance of job duties.
 - F. Accurate and timely completion of assigned duties with frequent interruptions under a deadline.
 - G. Successful performance of assigned duties within a team environment.
 - H. Maintenance of Organization and client information in a confidential manner.
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MENTAL AND PHYSICAL REQUIREMENTS

The minimum mental and physical requirements for successful performance are:

- A. Ability to maintain a high level of visual attention and mental concentration for significant periods of time.
 - B. Ability to solve complex problems and deal with a variety of variables quickly in situations where some standardization exists.
 - C. Ability to handle multiple priorities simultaneously.
 - D. Able to work independently after given direction.
 - E. Ability to manipulate necessary office equipment and computer software.
 - F. Ability to drive an automobile and possession of a valid driver's license.
 - G. Ability to communicate with clients, co-workers and management staff in a proactive manner, ensuring outstanding working relationships.
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EDUCATION, TRAINING AND EXPERIENCE

- A. Four-year degree, preferably in Communications, Video or Multimedia Production or equivalent work experience.
- B. Preferred minimum of 2-3 years of experience in video production or post-production.
- C. An eye for detail and composition, with a style that compliments the Organization's and Client's goals.

EQUIPMENT AND TOOLS

- A. Intermediate to advanced computer and software use, including word-processing, spreadsheets, database management, Internet and e-mail.
- B. Proficient Adobe Creative Suite – specifically After Effects, Premiere, Illustrator and Photoshop.
- C. Advanced knowledge of production tools, cameras, lighting, and audio.